

**EAST CHICAGO WATERWAY MANAGEMENT DISTRICT
BOARD OF DIRECTORS MEETING MINUTES
MAY 21, 2013 BOARD MEETING**

A meeting of the Board of Directors of the East Chicago Waterway Management District was held on May 21, 2013 at 4444 Railroad Avenue, East Chicago, Indiana.

Agenda Item I – Call to Order/Roll Call

The meeting was called to order at 9:07 A.M. by Board President, John Fekete followed by a roll call of the Board Members:

BOARD of DIRECTORS PRESENT:

JOHN FEKETE, President
RAY LOPEZ, Secretary
Mike EBERT, Treasurer
JOHN BAKOTA, Board Member
HENRY RODRIGUEZ, Board Member

BOARD of DIRECTORS ABSENT:

ERNEST JONES, Vice-President
RICH GOMEZ, Board Member

ALSO PRESENT:

FERNANDO M. TREVINO, Executive Director, FMT Consulting, Inc.

A quorum of Directors was present, and the meeting was duly convened.

Agenda Item II – Consulting Engineering Report – FMT Consulting, Inc.

Report was given by Fernando M. Trevino of FMT Consulting, Inc., which went over items in the board packets, as well as action items to be taken. Fernando mentioned that most items in today's board packet are the same as those presented at the 5/15/2013, Board meeting, with a few added items which he will highlight:

Summary of board packet contents – April 17, 2013, Board Minutes; 2013 User Fee Deposit Summary, dated 5/10/2013; April 30, 2013, Financial Statements by CliftonLarsonAllen; Claim Docket dated 5/15/2013; NEW ITEM - 2013 Proposed Budget amendment dated 5/21/2013 regarding line item (18), for \$10,000, for purchase and installation of Keystone Software System; NEW ITEM - Letter of Authorization to Transfer Funds memo to Citizens Bank, dated 5/21/2013; Keystone Software Systems proposal, dated 5/14/2013, for purchase, installation, and training of financial management software; NEW ITEM - Summary report, dated 5/21/2013, of FMT Consulting, Inc 2013 hours worked year-to-date through April

versus contract hours; Great Lakes Legacy Act proposal/application, dated 5/15/2013; CliftonLarsonAllen letter dated 4/19/2013, to the IRS regarding IRS claim that ECWMD owes \$27,164, in back taxes and interest; Citizens Bank statements for accounts ending in 608 and 616, both dated 4/30/2013; BMO Harris Bank ECI Facilities Trust report dated 5/14/2013; BMO Harris Bank statements ending in 761, 712, and 534 for the month of April 2013; BMO Harris Bank letter dated 4/19/2013, regarding CD account ending in 858; FMT Consulting email dated 5/1/2013, summarizing FMT comments to Army Corps of Engineers specs and drawings for CDF Culvert Redesign and Reconstruction Project; Army Corps' email dated 4/16/2013, requesting comments to their CDF Culvert Redesign and Reconstruction Project; ECWMD Manifest Tracking Summary spreadsheet and copy of manifest signed by FMT on 5/14/2013, on behalf of ECWMD; Army Corps report to the Board dated 5/15/2013; and Attorney Ellen Gregory report to the Board dated 5/15/2013.

Fernando gave an update on a few items he wanted to report on since the 5/15/2013, Board meeting:

- The Army Corps dredging observation tour for the ECWMD and City that was scheduled for tomorrow, 5/22/2013 has been canceled. Fernando will ask interested Board members and Herbie Cruz for their available date and times for the next two weeks to plan an alternate date with the Corps.
- The ECWMD Finance Committee (John Fekete, Mike Ebert, Ray Lopez with Fernando M. Trevino) met yesterday, 5/20/2013, a summary of the topics covered included:
 - The 3 Strategic Planning Consultant proposals that were received were reviewed and interviews were held with all 3 consultants. Fernando expects to have a recommendation at the June Board meeting,
 - The Keystone Software Systems proposal dated 5/14/2013, was reviewed,
 - An amended 2013 Budget spreadsheet to allow the purchase of the Keystone Software was reviewed along with the corresponding Citizens Bank transfer memo.
 - A summary report of FMT Consulting, Inc 2013 hours worked year-to-date through April versus contract hours was reviewed and is included in today's board packet.
 - The Great Lakes Legacy Act proposal/application dated 5/15/2013 was discussed.

Agenda Item III – Approval Consideration of Board Meeting Notes

Approval Consideration of the April 17, 2013 Board Meeting Notes – Motion was made by John Bakota to approve, and seconded by Ray Lopez – all ayes, motion was approved.

Agenda Item IV – Accounting Consultant Report

Financials through April 2013 – Board President John Fekete gave a synopsis of the ECWMD financial report provided by CliftonLarsonAllen dated April 30, 2013.

Agenda Item V – Accounts Payable Voucher Register, May 15, 2013

Approval Consideration of the Accounts Payable Voucher Register dated May 15, 2013 – Motion was made by Ray Lopez to approve and seconded by Henry Rodriguez, all ayes, motion was approved.

Agenda Item VI – Approval Consideration

- 2013 Budget Amendment – An amended 2013 budget dated 5/21/2013, was presented to the Board for consideration. The amendment is shown on line item 18, for \$10,000 for the purchase of the Keystone Software Systems which will be used to manage the finances of the ECWMD. The Keystone proposal amount is \$7,000 and it was recommended to include \$3,000 for contingency and unanticipated costs for a total of \$10,000. The entire \$10,000 or 100% will come from the User Fee Fund and zero dollars, or 0% from the Trust Fund. The purchase of the Keystone Software Systems software, and the budget amendment was reviewed and supported by the ECWMD Finance Committee at yesterday's meeting.

Motion was made by John Bakota to approve the 2013 Budget Amendment and seconded by Ray Lopez – all ayes, motion was approved.

- Citizens Bank, Letter of Direction to transfer funds – The letter is dated 5/21/2013, to transfer \$10,000 from the Citizens non operating account to the operating account per the 2013 amended budget, line item 18, that was approved.

Motion was made by Henry Rodriguez to approve and seconded by Mike Ebert, all ayes, motion was approved.

Agenda Item VII – Keystone Software Systems, Accounting Software Purchase

Motion was made by Ray Lopez and seconded by Henry Rodriguez to approve the Keystone Software Systems purchase per their proposal dated 5/14/2013 for \$7,000, all ayes, motion was approved.

Agenda Item VIII – Great Lakes Legacy Act Application Update

The Board has in their packet the Great Lakes Legacy Act proposal/application dated May 15, 2013, for consideration. The project scope includes Remedial Investigation, Feasibility Study, and Remedial Design for contaminated sediments for portions of the Indiana Harbor Ship Canal and Grand Calumet River in East Chicago that are not being addressed by the Army Corps, EPA, or IDEM. The application commits ECWMD to 35% of the total cost of the project or \$700,000. The proposal/application was originally on the May 15, 2013, Board meeting agenda for approval consideration, but after further discussion, it was thought best to allow the Board members time to review the proposal/application and ask any questions they may have. Board members were asked to call Fernando if they had any questions or needed

any additional information. The proposal/application will be on the June 19, 2013, Board meeting agenda for approval consideration.

Agenda Item IX – New Business

President Fekete called for new business. No new business.

Agenda Item X – Other Business

President Fekete called for other business. No other business.

Agenda Item XI – Public Comments

President Fekete called for public comments. No public comments.

Agenda Item XII – Next Board Meeting

President Fekete announced that the next ECWMD Board meeting is scheduled for June 19, 2013 at 5:00 p.m. at the City Engineering/Annex Building.

Agenda Item XIII – Adjournment

John Bakota moved to adjourn the meeting and seconded by Mike Ebert, all ayes, motion was approved.

These meeting notes for the May 21, 2013, Board Meeting were presented and approved by the ECWMD Board of Directors at the June 19, 2013, Board Meeting.



Raymond Lopez
ECWMD Board of Directors, Secretary